



## Environmental Checklist Application

Please read all of the following instructions prior to filling out the attached checklist application.

You are strongly encouraged to contact the City prior to submitting your checklist application to determine if additional studies, such as traffic, utilities, wetlands, or other studies, will be required. To ascertain if studies are required, it is advisable to schedule a Pre-Application meeting with City staff. Information on the Pre-Application meeting procedure is attached. The environmental checklist application will not be considered complete until the initial review period has expired or the application is determined complete by the City.

*The environmental checklist must be submitted together with an application for a permit or approval for which the environmental checklist is prepared. An environmental checklist by itself will not be accepted.*

### Purpose of Checklist:

The purpose of an environmental checklist is to provide information for the City to review the environmental impacts of proposed development projects. This evaluation assists the City, and possibly other governmental jurisdictions, in making informed decisions by considering environmental factors. During the environmental review process, the City considers the impacts of a proposal on such elements as land, air, water, plants and animals, land use, housing, aesthetics, recreation, traffic, and utilities.

### Instructions for Applicants:

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans, however, you may need to hire experts. If you do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may however avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and historic landmark designations. Answer these questions if you can. If you have questions the City can assist you.

The checklist questions apply to all phases of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information or studies that will help describe your proposal or its environmental effects. The City may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

It is very important that the environmental checklist application be completed in its entirety, using complete sentences, and that all information is correct. An incomplete or incorrect application will be returned to you, and therefore, will delay your project.

### Environmental Checklist Submittal Requirements

Please submit the following and include an **unbound** copy of each requested item:

1. An original signed copy of the checklist application, along with **ten (10)** copies.
2. **Ten (10)** copies of all checklist attachments.
3. **Ten (10)** copies of the site plan. The site plan shall contain the following information:
  - a. Base Information
    1. Name, address, telephone number of applicant and design professional preparing the drawing
    2. Scale, date, north arrow and vicinity map
    3. Distance from property to nearest public street intersection

4. Identification of adjacent development
5. Property address
- b. Development Information
  1. Parcel dimensions and size
  2. Number of lots/Density or square footage/Lot coverage
  3. Building Height
  4. Parking calculations
- c. Graphic Information (provide as appropriate)
  1. Lot and street layout
  2. Location of nearest fire hydrant
  3. Building footprint
  4. Dimensions of drive aisles, parking stalls, setbacks, driveway, landscape areas, etc.
  5. Proposed walls, fences, berms, and above grade storm drainage facilities
  6. Location of refuse areas and enclosures
  7. Location of exterior lighting
  8. Proposed project phasing
4. In addition to the **ten (10)** copies of the site plan described above, please provide one copy of the site plan in an 11 by 17-inch or smaller format suitable for photocopying. Legible reduced plans are acceptable.
5. The application fee of **\$727.00** for the environmental checklist. Checks may be made payable to the City of Auburn.

#### **City Review Process:**

- A. Within 28 days, of receipt of an environmental checklist and the associated permit application, the City of Auburn shall inform the applicant in writing if the applications are complete or incomplete.
  1. If complete, then the City shall complete its review of the environmental checklist and a threshold determination shall be made within 35 days of the original submittal date.
  2. If incomplete, then the City shall request in writing the information necessary to make it a complete application. The checklist application will be considered withdrawn if the City does not receive the requested information within 60 days of the request, unless the City and applicant agree in writing to an extension of time.
    - a. Upon receipt of the additional information, the City shall within 14 days inform the applicant in writing if the application is now complete or still incomplete.
      - i. If the application is now complete, the City shall issue a threshold determination within 28 days of receipt of the additional submittal.
      - ii. If the application is still incomplete, the City shall inform the applicant what further information is needed.
- B. If at any time, after an application has been accepted as complete by the City, it is determined to include inaccurate information, the applicant shall be notified regarding necessary corrections and review of the application shall be suspended pending receipt of the correct information.
- C. In any event, the City shall make a threshold determination within 120 days of the receipt of a complete application, unless this requirement is waived by the applicant.
- D. Once a threshold determination is made, there is, in most cases, a 15-day public comment period, and then the final decision is subject to either a 14-day or a 21-day appeal period.

**Other Information:**

The City cannot issue permits or approvals until the environmental checklist process is complete and the appeal period has expired.

Please be aware that the City's issuance of a threshold determination does not constitute approval of the proposal. A decision on the proposal can only be made after review by the appropriate administrative or legislative authority. Prior to approval, the proposal will be reviewed for compliance with all applicable City codes which regulate development activities.

APPLICATION NO.:	_____	APPLICATION FEE: \$727.00
DATE FILED:	_____	T.R. RECEIPT: _____
STAFF PROJECT COORDINATOR:	_____	

**ENVIRONMENTAL CHECKLIST  
TO BE COMPLETED BY APPLICANT**

**A. BACKGROUND:**

1. Name of proposed project, if applicable: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Address and phone number of applicant and contact person: **Please Print**

Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

4. Date checklist prepared: \_\_\_\_\_
5. Agency requesting checklist: City of Auburn, Washington
6. Proposed timing or schedule (including phasing, if applicable):
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

10. List any government approvals or permits that will be needed for your proposal, if known.
  
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.
  
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

## **B. ENVIRONMENTAL ELEMENTS:**

### **1. Earth:**

- A. General description of the site (check one):  
☐ Flat   ☐ Rolling   ☐ Hilly   ☐ Steep Slopes   ☐ Mountainous   ☐ Other \_\_\_\_\_
- B. What is the steepest slope on the site (approximate percent slope)? \_\_\_\_\_
- C. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.
  
- D. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
  
- E. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

F. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

G. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? \_\_\_\_\_

H. Proposed measures to reduce or control erosion, or other impacts to the earth.

**2. Air:**

A. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

B. Are there any off-site sources of emissions or odors that may affect your proposal? If so, generally describe.

C. Proposed measures to reduce or control emissions or other impacts to air, if any:

**3. Water:**

**A. Surface:**

1) Is there any surface water body on or in the immediate vicinity of the site (including year round and seasonal streams, saltwater, lakes, ponds, wetlands): If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.  
☐ Yes ☐ No
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

**B. Ground:**

- 1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing any toxic chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) is(are) expected to serve.

**C. Water Runoff (including storm water):**

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

**D. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:**

**4. Plants:**

A. Check or circle types of vegetation found on the site:

\_\_\_\_\_deciduous tree: alder, maple, aspen, other.

\_\_\_\_\_evergreen tree: fir, cedar, pine, other.

\_\_\_\_\_shrubs.

\_\_\_\_\_grass.

\_\_\_\_\_pasture.

\_\_\_\_\_crop or grain.

\_\_\_\_\_wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other.

\_\_\_\_\_water plants: water lily, eelgrass, milfoil, other.

\_\_\_\_\_other types of vegetation.

B. What kind and amount of vegetation will be removed or altered?

C. List threatened or endangered species known to be on or near the site:

D. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

**5. Animals:**

A. Check any birds and/or animals that have been observed on or near the site or are known to be on or near the site:

Birds: \_\_\_\_\_hawk \_\_\_\_\_heron \_\_\_\_\_eagle \_\_\_\_\_songbirds \_\_\_\_\_other:\_\_\_\_\_

Mammals: \_\_\_\_\_deer \_\_\_\_\_bear \_\_\_\_\_elk \_\_\_\_\_beaver \_\_\_\_\_other:\_\_\_\_\_

Fish: \_\_\_\_\_bass \_\_\_\_\_salmon \_\_\_\_\_trout \_\_\_\_\_herring \_\_\_\_\_shellfish \_\_\_\_\_other:\_\_\_\_\_



B. List any threatened or endangered species known to be on or near the site.

C. Is the site part of a migration route? If so, explain.

D. Proposed measures to preserve or enhance wildlife, if any:

**6. Energy and Natural Resources:**

A. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

B. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

C. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**7. Environmental Health:**

A. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required:

2) Proposed measures to reduce or control environmental health hazards, if any:

**B. Noise:**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.
- 3) Proposed measures to reduce or control noise impact, if any:

**8. Land and Shoreline Use:**

- A. What is the current use of the site and adjacent properties?
- B. Has the site been used for agriculture? If so, describe:
- C. Describe any structures on the site:
- D. Will any structures be demolished? If so, what?
- E. What is the current zoning classification of the site?
- F. What is the current comprehensive plan designation of the site?
- G. If applicable, what is the current shoreline master program designation of the site?

H. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify:

I. Approximately how many people would reside or work in the completed project? \_\_\_\_\_

J. Approximately how many people would the completed project displace? \_\_\_\_\_

K. Proposed measures to avoid or reduce displacement impacts, if any:

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

**9. Housing:**

A. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

\_\_\_\_\_ #Units      \_\_\_\_ High    \_\_\_\_ Middle    \_\_\_\_ Low

B. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

\_\_\_\_\_ #Units      \_\_\_\_ High    \_\_\_\_ Middle    \_\_\_\_ Low

C. Proposed measures to reduce or control housing impacts, if any:

**10. Aesthetics:**

A. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

B. What views in the immediate vicinity would be altered or obstructed?

C. Proposed measures to reduce or control aesthetic impacts, if any:

**11. Light and Glare:**

- A. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- B. Could light or glare from the finished project be a safety hazard or interfere with views?
- C. What existing off-site sources of light or glare may affect your proposal?
- D. Proposed measures to reduce or control light and glare impacts, if any:

**12. Recreation:**

- A. What designated and informal recreational opportunities are in the immediate vicinity?
- B. Would the proposed project displace any existing recreational uses? If so, describe.
- C. Proposed measures to reduce or control impacts on recreation, including recreation, including recreation opportunities to be provided by the project or applicant, if any:

**13. Historic and Cultural Preservation:**

- A. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe:
- B. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

- C. Proposed measures to reduce or control impacts, if any:

**14. Transportation:**

- A. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.
- B. Is site currently served by public transit? \_\_\_\_Yes \_\_\_\_No  
If not, what is the approximate distance to the nearest transit stop? \_\_\_\_\_
- C. How many parking spaces would the completed project have? \_\_\_\_\_  
How many would the project eliminate? \_\_\_\_\_
- D. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private):
- E. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe:
- F. How many vehicular trips per day would be generated by the completed project? \_\_\_\_\_  
If known, indicate when peak volumes would occur.
- G. Proposed measures to reduce or control transportation impacts, if any:

**15. Public Services:**

- A. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe:
- B. Proposed measures to reduce or control direct impact on public services, if any:

**16. Utilities:**

A. Check utilities currently available at the site:

\_\_\_\_Electricity \_\_\_\_natural gas \_\_\_\_water \_\_\_\_refuse service  
\_\_\_\_telephone \_\_\_\_sanitary sewer \_\_\_\_septic system \_\_\_\_other:\_\_\_\_\_

B. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed:

**C. SIGNATURE:**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

OWNER/AGENT SIGNATURE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

#### **D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

(Do not use this sheet for project actions.)

Non-project actions are those that do not include a specific project. A non-project action may be a rezone, annexation, or amendments to ordinances.

For nonproject actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent of the proposal, or the types of activities likely to result from the proposal that would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed measures to avoid or reduce such increases are:

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

3. How would the proposal be likely to deplete energy or natural resources?

Proposed measures to protect or conserve energy and natural resources are:

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Proposed measures to protect such resources or to avoid or reduce impacts are:

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Proposed measures to reduce or respond to such demand(s) are:

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.